

**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR		X (w/o att)		
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T	X			
9	Chm/NIC				
10	GC		X (w/o att)		
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17	D/OD&E/DS&T		X (w/o att)		
18					
19					
20	<i>ER</i>				
21					
22					
		<b>SUSPENSE</b> _____ <div style="text-align: right;">Date</div>			

Remarks

Executive Secretary  
28 Sept '87

Date

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87-3308X

The President's Commission on Executive Exchange  
THE WHITE HOUSE

September 21, 1987

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Dear Judge Webster:

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We are pleased to confirm your interest in having [redacted] join the Central Intelligence Agency as Assistant to the Director, Office of Development and Engineering. [redacted] will be available as soon after October 5, 1987 as the security clearance paperwork can be completed.

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A primary concern is to ensure that we meet the requirements under the conflict of interest statutes. You will find a copy of the summary of the conflict of interest statutes in the enclosed materials. Please develop a written position description outlining the duties you expect [redacted] to perform during this assignment. I will need a signed statement from your general counsel confirming that a review of the position description indicates that there is no conflict of interest. I will then send the position description to the general counsel of [redacted] to ensure that there is no conflict from the company's point of view. Both of the reviews must be completed before the assignment can begin. During the assignment year, we will need to repeat this process if there are any changes in the duties that have been formally approved by the Executive Director of the Commission.

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The second issue is to ensure that [redacted] returns to the private sector for at least one year of service after this assignment. [redacted] has signed a contract promising not to accept alternative employment during this period. To avoid any confusion on this point, I have included a statement for the signature of Mr. Julian Caballero, Jr. that acknowledges his understanding of this requirement that no employment offer will be made to [redacted] during the assignment.

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[redacted] will be a participant in the President's Commission on Executive Exchange upon Public Law 99-424, The Executive Exchange Voluntary Services Act of 1986. Under this law, [redacted] will continue to receive benefits and salary directly from his sponsoring company rather than your agency. Therefore, most agencies are choosing to appoint executives under The Voluntary Services Act as experts without compensation.



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I have enclosed several documents both for your information and to facilitate the conflict of interest review including:

- a copy of a conflict of interest booklet that we ask each executive to read and sign,
- a completed copy of SF 278 - the Executive Personnel Financial Disclosure Report,
- a copy of the completed SF 171 and biographical information submitted by the executive,
- a copy of the statement indicating that no offer of permanent employment will be made to the executive. Please have it signed and return it to us,
- a copy of the procedures governing Federal agencies that hire exchange executives, under P. L. 99-424 The Voluntary Services Act of 1986.
- a copy of the Commission's Policy on The Voluntary Services Act.
- two brochures describing the purpose and operations of the Commission.

Please send the written position description and a statement from your general counsel on the conflict of interest as soon as possible to:

The President's Commission  
on Executive Exchange  
744 Jackson Place, NW  
Washington, D.C. 20503  
Attn: Mrs. Iretha L. Tate

Finally, the Commission sponsors a mandatory education program for all Presidential Exchange Executives. This includes three days in December for a conference at the Harvard Business School and John F. Kennedy School of Government, up to twelve days in the spring for our International Seminar and approximately two hours a week for local education activities. Please ensure that  supervisor is aware of these requirements in the design of work assignments during the year.

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Thank you for your cooperation on these matters and for all you are doing to make  entry into your organization as smooth as possible. I look forward to hearing from you. In the meantime, please feel free to call Mrs. Tate on (202) 395-4616 if you have any questions.

Sincerely yours,



Peter Sherer  
Senior Associate Director

Enclosures

Conflict of Interest Booklet  
SF 278  
Signed Conflict of Interest statement  
Biographical form w/SF 171  
Brochures  
Regulations for Federal agencies

cc:   
Ms. Georganne MacNab

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The Honorable William Webster  
Director  
Central Intelligence Agency  
Washington, D.C. 20201